

**CONFIDENTIAL**

1 October 1951

ADMINISTRATIVE SERVICES OFFICESLOT T/OINCUMBENTPENDING OR VACANT25X1 GENERAL SERVICES DIVISION (CONTINUED)  
RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

GS-13 Records Officer  
 GS-5 Clerk-Steno  
Vital Materials Section  
 GS-7 Analyst Supvr.  
 GS-5 Clerk  
 GS-3 Microphotographer

Records Analysis Section

GS-12 Analyst Supvr.  
 GS-11 Analyst  
 GS-9 Methods Exam-Records  
 GS-9 Analyst  
 GS-7 Analyst

GS-3 Microphotographer  
Archives Section  
 GS-9 Analyst Supvr.  
 GS-7 Analyst  
 GS-5 Analyst Typist

GS-12  
 Q-19-51 Sec. req. 8-24 25X1

ans. from  
 (Trans. 27-51) 9-15-51

7-16-51 (SC)  
 lease (GS-11)  
 (Sec. cl. only 7-25-51)

25X1

18-7  
 (Sec. only 5-17-51) F.C. 8-22-51 25X1  
 25X1

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1 October 1951

ADMINISTRATIVE SERVICES OFFICE

SLOT 2/0

INCUMBENT

PENDING OR VACANT

GENERAL SERVICES DIVISION (CONTINUED)

25X1

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Archives Section (Continued)

GS-4 Clerk  
GS-3 Microphotographer  
Mail Control Section  
GS-9 Supervisor  
GS-8 Supervisor  
GS-6 Mail Supervisor  
GS-6 Courier  
GS-5 Courier

[REDACTED] (GS-4)  
[REDACTED] GS-3  
Clerk-Stenographer)

5-15-51 25X1

25X1

GS-5 Mail Supervisor  
GS-4 Mail Clerk

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1 October 1951

ADMINISTRATIVE SERVICES OFFICESLOT T/OINCUMBENTPENDING OR VACANT

<u>GENERAL SERVICES DIVISION (CONTINUED)</u>		25X1
<u>RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)</u>		
<u>Mail Control Section (Continued)</u>		
	GS-5 Secret Courier	
	GS-4 Courier	
	GS-3 Courier	
	GS-3 Mail Clerk	
	GS-4 Messenger	

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1 October 1951

ADMINISTRATIVE SERVICES OFFICE

SLOT T/O

INCUMBNTE

PENDING OR VACANT

GENERAL SERVICES DIVISION (CONTINUED)

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail Control Section (Continued)

25X1

00C-3 Messenger

00-4 File Clerk

Total T/O - General Services Division

Total Training Pool - General Services Division

Grand Total - General Services Division

25X1

Pending Recruitment Request for Couriers

#3972 F-24-51 Courier

\* Training Pool Positions

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
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(SENDER WILL CIRCLE PERSONS THAT DON'T WANT TO BE COPIED)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>Adm. Rec. Mgt + dist</i>		
2		-	
3			
4			
5			

  

FROM		INITIALS	DATE
1	<i>adm. off - Adm Services</i>		
2			
3			

APPROVAL  INFORMATION  SIGNATURE  
 ACTION  DIRECT REPLY  RETURN  
 COMMENT  PREPARATION OF REPLY  DISPATCH  
 CONCURRENCE  RECOMMENDATION  FILE

REMARKS:

*37-3 for [redacted] was  
cancelled 9-14-51 — she declined.*

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O+M

**CONFIDENTIAL**

1 October 1951

ADMINISTRATIVE SERVICES OFFICESLOT T/OINCUMBENTPENDING OR VACANTGENERAL SERVICES DIVISION

25X1	[ ]	GS-11 Chief	VACANT	25X1
	[ ]	GS-13 Asst. Chief	T/O Transfer	
	[ ]	GS-5 Clerk-Stenographer		9-11-525X1

pdg. 9-19-51